



Assistant Officer (Fundraising) (Ref : FRC/1909/54)

Key Responsibilities

- Plan and implement corporate and fund-raising events,
- Coordinate agency-wide publications and promotional collaterals; and
- Assist in management and database update
- Handle ad hoc projects

Job Requirements

- Diploma/ Degree holder in Management, Business Administration, Marketing or related disciplines;
- Minimum 1 year work experience, preferably in publicity;
- High proficiency in spoken and written in both Chinese and English;
- A good team player with a strong sense of responsibility, attentive to details and to meet tight deadlines;
- Proficient in PC skills including MS Word, Excel, PowerPoint and Chinese word processing;

For interested parties, please submit your application letter with resume to joey.lau@yo.org.hk

Personal data provided by job applicants will be strictly confidential and for recruitment purposes only.

(All related information will be destroyed up to a period of 6 months.)